



Conditional Certificate of Occupancy Request

809 N. Broadway

Milwaukee, WI 53202-3617

414-286-8211

This form is used to apply for occupancy of a space while an application for Board of Zoning Appeals, Certified Survey Map, Zoning Change, or similar discretionary approval is pending. **Applications will be acted upon only after an application for special use, variance, or other discretionary approval has been filed with the proper agency, and after all required inspections are completed and approved.**

NOTE: If you are applying for a Temporary Occupancy to occupy a building before all building code issues are resolved, DO NOT USE THIS FORM and contact the Department of Neighborhood Services at (414) 286-2543 to initiate that request.

The fee for a Conditional Certificate of Occupancy is **\$157.10** (\$150.00 + \$2.10 surcharge + \$5.00 processing fee) payable at the time this Conditional Certificate of Occupancy application is submitted to the Development Center. No refunds are provided if the request is denied.

It is required that an applicant gain the support of the district alderperson prior to making application for a Conditional Certificate of Occupancy.

Submit the completed form and fee to the Development Center, 1st floor, 809 N. Broadway. For questions on your application call (414) 286-8207.

Applicant name _____

Applicant phone _____ Application date _____

Premise address _____

Business name _____ Occupancy permit # _____

BOZA case # _____ Project Tracking # _____

In the space below, please describe the exceptional, extraordinary or unusual circumstance that causes you to apply for a Conditional Certificate of Occupancy.